

State of Hawaii
DEPARTMENT OF AGRICULTURE
Division of Plant Industry
Pesticides Branch
1428 South King Street
Honolulu, HI 96814-2512
(808) 973-9413

RECORD KEEPING INSTRUCTIONS

PREPARE IN DUPLICATE – At the end of each month, submit the original copies directly to the DEPARTMENT OF AGRICULTURE, PESTICIDES BRANCH **main office at the address above**. Retain the duplicate copies at your sales outlet for at least one year; such records are to be made available for review by Department of Agriculture personnel at reasonable working hours.

Information To Be Recorded

- (1) Dealer, address and license number as shown on license issued.
- (2) Month and year of the report.
- (3) Name of the Licensed Pesticide Dealer Representative or person in charge of sales as shown on the license.
- (4) Date report submitted to the Department of Agriculture. **(must be postmarked within 15 days after the end of each month) If there are no sales to report indicate “NO SALES DURING THE MONTH” on the sales record.**
- (5) Date of sale **or activity affecting the inventory amount (see (6) below).**
- NEW (6) Specify activity affecting the inventory amount (sale, distribution, delivery, theft, spill or other activity).**
- (7) Indicate License Number if sold to another Licensed Dealer or retailer for subsequent resale.
Indicate Certification Number if sold to the user (certified applicator).
- (8) Expiration date of license or certification number.
- (9) Name and address of purchaser of (7) above.
- (10) Indicate the EPA Registration Number and product name of pesticide sold.
- (11) Intended use as stated by the purchaser.
- (12) Initials of the clerk making the sale.